

Municipality of Chatham-Kent
Infrastructure and Engineering Services
Engineering and Transportation Division

To: Mayor and Members of Council

From: Ann-Marie Millson, Manager, Engineering (Transit & Capital Asset Management)

Date: November 18, 2022

Subject: Tender Award T22-322, Transit Shelter Maintenance and Repairs

Recommendations

It is recommended that:

1. The tender in the amount of \$271,730.33 (including HST) for Contract T22-322, Transit Shelter Maintenance and Repairs be awarded to Mountain Shelter Solutions and be accepted for a three-year term with an option to renew for two additional one-year term extensions.
2. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

The current contract for Transit Shelter Maintenance and Repairs was for five (5) years and expires on December 31, 2022.

In October 2022, Engineering and Transportation Division released a tender for the routine maintenance and cleaning of transit shelters in the Community of Chatham, Dresden, Ridgetown and Wallaceburg.

Comments

Contract Duration

Contract T22-322 is a three (3) year contract beginning January 1, 2023 and ending December 31, 2025.

Respondents were required to submit bid prices based on each year of service work specified in the contract.

There is a provision in the contract to allow for two, 1-year extensions for this contract. The extension periods may be initiated by administration or the contractor by written request, must be mutually agreed to, and are subject to all terms and conditions of the contract. The contractor shall be required to update bonding, insurance and a WSIB

clearance certificate for each extension period, which will form part of an agreement that shall be completed and signed by both parties prior to commencing each contract extension period.

The contract extension periods shall be defined as follows:

- January 1, 2026, to December 31, 2026
- January 1, 2027, to December 31, 2027

Scope of Work

Under this contract, the following routine maintenance will be established for each year of the contract:

- Maintenance - Routine (Weekly)
 - Regular inspection of all bus shelters in the system.
 - Maintain and keep all transit shelters clean, in good repair and in safe condition to the satisfaction of the Municipality.
 - Removal and proper disposal of litter and debris from within each bus shelter and within a five (5) metre radius of all shelters. This includes all loose litter and debris as well as the contents of all trash receptacles et cetera.
 - Washing of all surfaces inside and outside of all bus shelters (monthly).
 - Repair and replacement of all broken, worn out or defective structural and decorative members, components and appurtenances associated with all bus shelters.
 - Removal of all graffiti as well as unapproved, defaced and/or worn-out posters, stickers et cetera at each bus shelter site.
 - Replacement of any area of all bus shelters that is defaced.
 - Necessary repairs to all shelters, including the replacement of glass, parts replacements, and appurtenance replacements et cetera.
- Maintenance - Annual Spring (to take place in April)
 - Incorporate a thorough power washing of each bus shelter in the system into the weekly routine maintenance schedule.
- Maintenance - Annual Summer (to take place in July)
 - Incorporate a thorough power washing of each bus shelter in the system into the weekly routine maintenance schedule.
- Maintenance - Annual Autumn (to take place in October)
 - Incorporate a thorough power washing of each bus shelter in the system into the weekly routine maintenance schedule.
- Maintenance - Spring through Fall
 - Incorporate weed trimming at each shelter and within a five (5) metre radius of each shelter on a weekly event basis to consistently meet the minimum maintenance standards of the Municipality.

- Maintenance - Annual Winter

- Incorporate snow removal from within each shelter and within a five (5) metre radius of each shelter on a daily or snowfall event basis to consistently meet the minimum maintenance standards of the Municipality.
- Incorporate the application of de-icing salts upon completion of snow removal effort to ensure ice-free surfaces.

The tender has a provision for emergency maintenance call outs, based on an hourly rate. Typical emergency call outs for this contract include issues such as broken glass or damage to the structure caused by vehicle collisions and emergency winter maintenance. Any emergency work requested by the municipality outside of standard working hours will be subject to the hourly rates submitted in the tender and will be an additional cost. Costs associated with emergency repairs due to vehicle collisions are recovered through insurance. Costs associated with emergency winter maintenance are funded through the Transit snow removal base budget account.

Tender Bids

In accordance with Purchasing By-law #166-2020 the tender was advertised on the Municipal website on October 18, 2022, and closed on November 4, 2022. A total of three potential bidding contractors obtained a copy of the contract document from the Purchasing Officer and one tender bid was submitted. The tender bid result is outlined in Table 1.

**Table 1: T22-322 Transit Shelter Maintenance and Repairs
Bid Results**

Rank	Company Name	Amount (including HST)
1.	Mountain Shelter Solutions	\$271,730.33

Engineering and Transportation Division staff reviewed the tender bid submitted and found the bid contained an error in the calculations. The error was corrected, reviewed, and accepted by the bidder.

Mountain Shelters Solutions is the contractor for the current Transit Shelter Maintenance and Repairs Contract. They have performed the five-year contract in good faith and administration is confident that they will continue to do so, if awarded this contract.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- ☒ Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy

- ☒ A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☐ People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☒ Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- ☒ Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☐ Open, Transparent and Effective Governance:

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☐ Has the potential to support all areas of strategic focus & critical success factors
- ☐ Neutral issues (does not support negatively or positively)

Consultation

The contract tenders were issued and closed through the Chatham-Kent Bids and Tenders website, which is administered by Financial Services staff. The bid was sent to Engineering and Transportation Division staff for review.

Financial Implications

The three-year project cost and funding sources for Contract T22-322, Transit Shelter Maintenance and Repairs is outlined in Table 2.

Table 2: Project Cost and Funding Summary

Description	Total
A) Project Costs	
Low Tender Bid	\$240,469.32
Plus HST 13%	\$31,261.01
Subtotal	\$271,730.33
Less HST Rebate	\$27,028.75
Total Project Cost	\$244,701.26
B) Project Funding	
Transit Operational Base Budget	100%
Total Project Funding	\$244,701.26

Prepared by:

Jan Metcalfe, Engineering Technologist

Reviewed by:

Ann-Marie Millson, Manager, Engineering

Brendan Falkner, P.Eng., Acting Director, Engineering and Transportation

Chris Thibert, P.Eng., Acting General Manager, Infrastructure and Engineering

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle, Manager, Purchasing and Accounts Payable

Attachment(s): none

c FS Financial Analyst 1 (via email group)